

ERMS - AOps Job Aid

Transfer Animals to Another Protocol



UT Health
San Antonio

Enterprise Research
Management System
(ERMS)

Transferring to another protocol under the same Investigator

After signing in as Principal Investigator, go to Animal Ops tab.



Principal Investigator

In the case of rodents, the system only lets you transfer whole cages of animals. To transfer an individual animal, you must separate out each rodent into separate cage cards before transferring.

From your AOps tab, select Protocol to make transfer.

Animal Protocol workspace will open.

Dashboard

Animal Operations

Facilities

Protocols

Orders

Transfers

Service Requests

Cage Cards

Billing

Events

...

Animal Operations > Protocols

Protocols

Search ?

Active

Pending Activation

Pending Transactions

Suspended or Lapsed

Closed

...

Filter by ?

ID

Enter text to search

+

Add Filter

×

Clear All

Export to CSV

?

ID

Name

PI

Date Modified

Date Approved

Date of Expiration

Cage Cards on Census

Percent Used

PROTO00000005

Affects of Sleep Deprivation on Beta-Amyloid Levels

Rebecca Simms (pi)

2/22/2021 7:58 PM

2/22/2021

2/24/2025

15

15

PROTO00000006

Validation of the efficacy of organoids in cancer research

Rebecca Simms (pi)

2/22/2021 10:02 PM

2/1/2021

2/3/2025

0

0

2 items

page 1 of 1

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Transferring to another protocol under the same Investigator

Dashboard | Animal Operations | Facilities

Protocols | Orders | Transfers | Service Requests | Cage Cards | Billing | Events | ...

Animal Operations > Protocols > Affects of Sleep Deprivation on Beta-Amyloid Levels

Approved

Next Steps

- View Protocol
- Printer Version
- Order Animals
- Transfer/Export Animals**
- Report Animal Event
- Request Service
- Request Inventory
- Create Reservation

PROTO00000005

Affects of Sleep Deprivation on Beta-Amyloid Levels

Approved: 200 Approval Date: 2/22/2021
Used: 30 Expiration Date: 2/24/2025
On Order: 0 Created by: Andy Protocol (apa)
Available: 170 Principal Investigator: Rebecca Simms (pi)
Cage cards on Census: 15 Parent Protocol:

Group	Species	# Births	# Weaned	# Culled	# Used	% Used	# On Order	# Available	% Available	Pain Category	
View	Rat-D	Rat	0	0	0	30	15	0	170	85	Pain Category D

Creating New: Animal Order

Go to forms menu | Help

Basic Information

- Select IACUC protocol:**
PROTO00000005
- Request type:**
☒ Animal Transfer
☐ Animal Export
[Clear](#)
- Contact:**
Rebecca Simms (pi)
- Select the fiscal officer required to approve this transfer:**
Alfred Financier (afo)

Exit | Save | Continue

Select “Transfer/Export Animals”.
Basic Information page will open.

Select “Animal Transfer” under Request type.
Select Fiscal Officer for approval, if
applicable.
Click Continue.



Transferring to another protocol under the same Investigator

Make sure selected cages are of same species.
Select “Add All Checked”.

Transfer Information

Select cage cards: ?

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account
☐ C00000042	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000043	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000044	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000045	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000046	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000047	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☒ C00000048	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☒ C00000049	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000050	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1

2 cards are currently checked.

☒ Add All Checked ☐ Remove All Selected

Selected cage cards:

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account
--------------	----------	----------	-------	---------	---------------	----------	---------

0 cards are currently selected

- You can use filters across the top to search, if needed.
- Search cages by Cage Card ID.
- Select the cages you wish to transfer by clicking the box to the left of their Cage Card ID.

Transfer Information

1. Select cage cards: ?

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account
☐ C00000042	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000043	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000044	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000045	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000046	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000047	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☒ C00000048	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☒ C00000049	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1

2 cards are currently checked.

☒ Add All Checked ☐ Remove All Selected

Selected cage cards:

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account
--------------	----------	----------	-------	---------	---------------	----------	---------

0 cards are currently selected

Then, select “Save and Refresh List” to view newly added cage cards.

Transfer Information

1. Select cage cards: ?

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account
☐ C00000042	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000043	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000044	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000045	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000046	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000047	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000048	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000049	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000050	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000051	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
☐ C00000052	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1

0 cards are currently checked.

☒ Add All Checked ☐ Remove All Selected

Selected cage cards:

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account
C00000048	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1
C00000049	Room 103	PROTO00000005	Active	Rat	Rat-Default	0	725-1

2 cards are currently selected

Newly added cage cards.



Transferring to another protocol under the same Investigator

Enter Requested Transfer Date.

Selected cage cards.

Protocol	State	Species	Per Diem Type	Capacity	Account	
PROTO000000005	Active	Rat	Rat-Default	0	725-1	✕
PROTO000000005	Active	Rat	Rat-Default	0	725-1	✕

2. * Requested transfer date:

2/23/2021

3. Is this an inter-campus transfer?

☐ Yes ☒ No [Clear](#)

4. Have these animals undergone any tests or procedures? [?](#)

☐ Yes ☒ No [Clear](#)

✕ Exit Save Continue ➔

Click correct buttons for next questions,
If you did click “Yes” on Q4 – you will be prompted to
provide more information, see below.

Click Continue to move to next page.

5. * Describe the tests and procedures that have been performed on the animals to be transferred:

Identification and blood draws.



Transferring to another protocol under the same Investigator

Editing: AOT00000045

Transfer Destination

Please indicate under whom the cages will now be listed.

1. * Are you transferring these animals to another PI?

☐ Yes ☒ No [Clear](#)

2. * Are you moving these animals to a different protocol?

☒ Yes ☐ No [Clear](#)

3. * Select transfer destination protocol:

[...](#)

Q1 – NO – you are not transferring to another PI.
Q2 – Yes – moving to another Protocol.

Q3 - Click (...) to get list of protocols to move animals to. New window will appear with list of protocols.

Select Protocol Project

Filter by ID [Go](#) [Clear](#) [Advanced](#)

1-4 of 4

ID	Name	PI Last Name	PI First Name
☐ PROTO00000006	Evaluation of the efficacy of organoids in cancer research	Simms (pi)	Rebecca
☐ PROTO201800140	Evaluation of Safety and Effectiveness of the RefluxStop Device in the Management of GERD	Simms (pi)	Rebecca
☐ PROTO201800150	Efficacy and Safety of DLBS2411 in the Management of GERD	Simms (pi)	Rebecca
☐ PROTO201800200	Long noncoding RNA MALAT1 suppresses breast cancer metastasis	Simms (pi)	Rebecca

1-4 of 4

[OK](#) [Cancel](#)

Select the button next to the protocol, then click OK.



Transferring to another protocol under the same Investigator

Editing: AOT00000045

Transfer Details

1. Are you transferring to another financial account?
☐ Yes ☒ No [Clear](#)

2. Are you transferring these animals to another facility?
☐ Yes ☒ No [Clear](#)

3. Comments:

[Exit](#) [Save](#) [Continue](#)

Select “No” for both questions about transferring to another facility. Click Continue.

1. Number of cages to transfer:
2

2. Total animals:
4

3. Are you moving these animals to a new animal group?
☒ Yes ☐ No [Clear](#)

4. * Select the destination animal group:

Name Of Protocol Group	Species	Available	Used	On Order	Breeding Cards	Approved	USDA Pain Category(If Any)
☒ Rat-D Clear	Rat	230	0	20	0	250	Pain

5. Cage cards to be transferred:

ID	Species	Facility	Protocol	Group	Number of Animals	State
C00000048	Rat	Room 103	PROTO00000005	Rat-D	2	Active
C00000049	Rat	Room 103	PROTO00000005	Rat-D	2	Active

Confirm the # of cages and total Number of animals moving to the new protocol group.

Answer “Yes”, you are moving the animals to a new group.

Confirm destination group and the cage cards to be transferred.

Click Finish!

[Exit](#) [Save](#) [Finish](#)



Transferring to another protocol under the same Investigator

Summary of Transfer to new protocol.

Animal Operations > Protocols > Affects of Sleep Deprivation on Beta-Amyloid Levels > Animal Transfer-PROTO00000005-Simms (pi)

Pre-Submission

Created: 2/22/2021 10:28 PM
Last Modified: 2/22/2021 11:23 PM

Next Steps

Edit Animal Transfer/Export

Printer Version

Submit

Cancel

Animal Transfer-PROTO00000005-Simms (pi)

Order Type: Animal Transfer
Initial PI: Rebecca Simms (pi)
Receiving PI: Rebecca Simms (pi)
Receiving Facility:
Date Requested to Transfer: 2/23/2021
Order Contact: Rebecca Simms (pi)
Initial Protocol: PROTO00000005
Receiving Protocol: PROTO00000006
Receiving Account:
Cage Cards: There are no items to display

Pre-Submission → Transfer Review → Processing → Complete
Clarification Requested

Cage Cards History

Filter by ID Enter text to search

+ Add Filter X Clear All

ID	State	On Census Date	Off Census Date	Facility Floor Building	Per-Diem	Per Diem Account	IACUC Protocol
C00000048	Active	2/22/2021		Room 103	Rat-Default	725-1	Affects of Sleep Deprivation on Beta-Amyloid Levels
C00000049	Active	2/22/2021		Room 103	Rat-Default	725-1	Affects of Sleep Deprivation on Beta-Amyloid Levels

2 items page 1 of 1

Click "Submit."
Submit screen opens

Submit

By clicking OK below, I certify that I have completed this form as accurately as possible.

1. Additional comments or special instructions:

2. Supporting documents:

+ Add

Name	Modified Date
There are no items to display	

OK Cancel

Click OK to submit Transfer!



Transferring to another protocol under the same Investigator

Summary of Transfer to new protocol in processing state.

Dashboard

Animal Operations

Facilities

Protocols

Orders

Transfers

Service Requests

Cage Cards

Billing

Events

...

Animal Operations > Protocols > Affects of Sleep Deprivation on Beta-Amyloid Levels > Animal Transfer-PROTO00000005-Simms (pi)

?

Help

Processing

Created: 2/22/2021 10:28 PM

Last Modified: 2/22/2021 11:24 PM

Next Steps

View Animal Transfer/Export

Printer Version

Print Transfer Cage Cards

Request Cancellation

AO1000000045

Animal Transfer-PROTO000000005-Simms (pi)

Order Type: Animal Transfer

Initial PI: Rebecca Simms (pi)

Receiving PI:

Receiving Facility:

Date Requested to Transfer: 2/23/2021

Order Contact: Rebecca Simms (pi)

Initial Protocol: PROTO000000005

Receiving Protocol: PROTO000000006

Receiving Account:

Cage Cards: There are no items to display

Pre-Submission

Transfer Review

Clarification Requested

Processing

Complete

Cage Cards

History



Transferring to another protocol under the same Investigator

Dashboard

Animal Operations

Facilities

Protocols

Orders

Transfers

Service Requests

Care Cards

Billing

Events

Animal Operations > Transfers

Transfers

To check future progress, go to Animal Operations tab, select Transfers. Click “All Transfers” tab.

In-Review

Assigned

Complete

Inter-campus

All Transfers

All Exports

Filter by ?

ID

Enter text to search

+

Add Filter

Export to CSV

ID	Name	State	Date Modified	Species	Source PI	Owner	Transfer Date	Key Contact	Source Facility	Destination # Facility	Cages
AOT00000045	Animal Transfer-PROTO00000005-Simms (pi)	Processing	2/22/2021 11:24 PM	Rat	Rebecca Simms (pi)	Simms (pi)	2/23/2021	Simms (pi)	FAC00000007		2

1 items

page 1 of 1

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Transfer will be listed!

For general ERMS-AOps questions, please contact dlar@uthscsa.edu.



UT Health
San Antonio

Enterprise Research
Management System
(ERMS)